



April 10, 2019

Russ Kick  
DEPT MR 69711 411A  
Highland Ave  
Somerville, MA 02144

Re: Freedom of Information/PA Act Request DOC-OS-2019-000783

Dear Mr. Kick:

This is in response to your Freedom of Information Act Request to the Department of Commerce Tracking No. DOC-OS-2019-000783, submitted 2/25/2019. Your request was for: "...your agency's FOIA request log covering 2018, which includes a field showing the subject of each request and a field for the final disposition."

Please be advised that you can submit a FOIA request for any agency record that is not publicly available. The information you requested is publicly available and can be found on the FOIAonline Website of <https://foiaonline.gov/foiaonline/action/public/home>.

- (1) On the home page, scroll down to "FOIA Essentials."
- (2) Chose the "search icon."
- (3) On the Quick Search page chose Advanced Search (it is highlighted in blue).
- (4) This page will give you "Look Up By" options.
- (5) One by one you can choose the information you want on your FOIA log.

If you have any questions or concerns or would like to discuss any aspect of your request, you may contact Harriette Boyd, telephone at (202) 482-1485 or by email at [hboyd1@doc.gov](mailto:hboyd1@doc.gov). You may also contact, the Department's FOIA Public Liaison:

Carrie Hyde-Michaels  
U.S. Department of Commerce  
Office of Privacy and Open Government  
1401 Constitution Ave. NW, Rm 61013  
Washington, DC 20230  
telephone at (202) 482-3842; email at [chyde-michaels@doc.gov](mailto:chyde-michaels@doc.gov)

Please refer to your FOIA request tracking number, DOC-OS-2019-000783, when contacting us.

Sincerely,

*Harriette Boyd*  
Harriette Boyd  
Freedom of Information Act Specialist